



Town of Ludlow
Office of the Planning Board
ludlow.ma.us/planning
488 Chapin St., Ludlow, MA 01056

Phone: (413) 583-5600 ext. 7

Information Sheet

Site Sketch

What is the purpose of a Site Sketch?

The Town's Zoning Bylaws require a full Site Plan Approval for several uses in Town. In some cases, the Planning Board is allowed to waive a full Site Plan in favor of a Sketch. (7.1.7) This Sketch still must meet certain criteria to ensure that the proposal satisfies the purpose and intent of the Bylaw.

What criteria must I meet to provide a sketch instead of a full plan?

According to 7.1.7.a, the Planning Board can waive a full Site Plan in favor of a Sketch when the proposal constitutes less than a 25% increase to the gross floor area of the existing use and does not pose an issue for reasons of parking or traffic and poses no site hazard. The Planning Board has a policy to allow up to two sketches as addendums to existing Site Plans, provided that the last full plan is less than 20 years old. If changes are made to the site after that time period or beyond the second Sketch, a new full plan is required. If the Planning Board denies the waiver of a full Site Plan or disapproves the Sketch, you are then subject to the requirements of a full plan.

Does this require a public hearing?

Yes. However, the Planning Board may waive the public hearing upon written request from the applicant explaining how such a waiver is in the best interest of the neighborhood and the total town; and how it is in keeping with the purpose and intent of the Zoning Bylaw. This request should be submitted at the time of application. (7.1.7.d)

How long can I expect this to take?

If not waived, a public hearing must be held within 65 days, unless waived, from the date of filing. The Planning Board must take action on the Sketch within 90 days of the last session of the hearing. These time limits allow the Board to receive input from various other boards and committees as called out in the Bylaw.

What is required on this Site Sketch?

The full list of required contents is available in the Bylaw. (7.1.7.c)

What do I have to submit and where?

Applications are accepted at the Planning Board office during normal office hours. Your submission must include: the completed application itself, the fee in force at the time of filing, any waivers you are requesting, a list of abutters (acquired from the Assessors' office) and eight copies of your completed Sketch. If you wish to have any signed copies of the Sketch returned to you, they must be provided in addition to the number of required copies.

This information sheet is meant to apply to the vast majority of applications. It is not meant to be an exhaustive explanation of the Planning process of the Town. The definitive source for all information regarding Massachusetts General Laws as well as the Bylaws and Subdivision Rules and Regulations of the Town of Ludlow, are the documents themselves and no part of this document may alter or supersede them.



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Master Application

Date submitted to Planning Board: ____ / ____ / ____

Location of Property: (address) _____, Assessors' Map ____, Parcel ____

Zoning of Property: _____

Is this property in the East Street Revitalization Overlay District? YES / NO

Is this property in the Aircraft Overlay? YES / NO

Name of Business (if any): _____

Type Of Application (Check All That Apply):

* denotes supplemental application sheet required

Site Plan Control:

___ Change of Occupancy

___ Site Sketch

___ Site Plan Approval

Other:

___ Zone Change *5

Subdivision Control:

___ ANR *3

___ Preliminary Subdivision Plan *3

___ Definitive Subdivision Plan *3

___ Waiver of Frontage *4

Special Permitting:

___ Special Permit

___ Home Occupation *1

___ Home Professional Office

___ Accessory Apartment *2

___ Comprehensive Plan (MRD)

Please note that incomplete submittals are subject to denial without any further review and any fee paid will be considered forfeit. Completeness is the responsibility of the applicant. Please check all forms and plans for completeness prior to submission. Signing this application indicates your understanding of this policy.

Contact Information:

Applicant:

Name: _____

Address: _____

Phone: _____

Fax: _____

E-Mail: _____

Signature: _____

I have read the above statement and have personally verified both the completeness of this entire application and all supporting documents.

Contact Person (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Property Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Building Owner (if different):

Name: _____
Address: _____
Phone: _____
Fax: _____
E-Mail: _____
Signature: _____

Detailed Description of Proposal: _____

All applications require a completed certificate of ownership / authority.

Publication cost for any public hearings required is the responsibility of the applicant.

All applications requiring a public hearing with newspaper publication and notification of abutters (all special permits, site plans and sketches, zone changes, waivers of frontage, and definitive subdivision plans, unless waived) must be received and reviewed for completeness by the Planning Board or its agent by the fourth Thursday prior to a hearing date.

Applications NOT requiring a public hearing (all changes of occupancy, ANRs, preliminary subdivision plans) must be received and reviewed for completeness by the Planning Board or its agent at least 10 days prior to a meeting date.

Persons wishing to discuss issues with the Planning Board outside the application process must submit a letter of explanation at least seven (7) days in advance of a meeting date.

The Planning Board or its agent shall determine the actual completeness of an application and reserves the right to schedule applications based on the Planning Board's workload within the obligations of the Ludlow Zoning Bylaw, Subdivision Rules and Regulations, and MGL Chapter 40A (State Zoning Act.)

For Office Use Only:

Application #: _____
Special Permit #: _____
Date Received: _____

Fee Amount Received: _____
Supporting Documents? YES / NO
Verified By: _____

NAME OF PROJECT: _____

REQUIREMENTS FOR SITE SKETCH

- _____ Area of lot
- _____ Area & size of buildings
- _____ Number of parking spaces required for intended use based on Section 6.4
- _____ Number of parking spaces existing at the site (including street parking adjacent to the site.
- _____ Maximum area of building to be used for selling, offices, business, industrial or other uses.
- _____ Maximum number of employees where applicable.
- _____ Maximum seating capacity where applicable.
- _____ Maximum sleeping capacity where applicable.